

The tutorials are fun,
interactive, multimedia-rich,
educational and a good way
to brush up on the
small business program!



The Small Business Learning
Center gives you:

- Training anytime and anywhere
- Training at your own pace
- Augmentation to classroom training
- Ready source of small business information
- Continuing training credit
- Reference to regulatory training information
- Small business library at your fingertips



Brochure prepared by:
The Air Force Outreach Program Office
3315 Sidney Brooks
Brooks City-Base, TX 78235-5110

Phone: (210) 536-1317
Fax: (210) 536-8772

www.AirForceOutreach.org

May 2003

AFOPO

Online Small Business Learning Center



***Small Business
Information at
Your Fingertips!***

The Air Force Outreach Program Office (AFOPO) and the Air Force Office of Small and Disadvantaged Business Utilization present the **Small Business Learning Center**.



A new online tool that provides individual training about important small business topics from the convenience of your own computer.

The Small Business Learning Center tutorials are located at AFOPO's website:

www.AirForceOutreach.org

The tutorials were specifically designed for acquisition professionals to increase their knowledge of the small business program and tools. Tutorials inform small businesses of current Air Force programs and important topics.



THE FOLLOWING SMALL BUSINESS LEARNING CENTER TUTORIALS ARE AVAILABLE ONLINE:

SMALL BUSINESS UTILIZATION

The Air Force strives to award a fair number of contracts to small businesses. This tutorial explains the importance of increasing small business utilization and provides an overview of various programs that assist different types of small businesses, including:

- Small Disadvantaged Businesses
- Section 8(a) companies
- Native American and tribally-owned businesses
- HUBZone firms
- Woman-owned businesses
- Veteran-owned businesses
- Historically Black Colleges and Universities/Minority Institutions

THE HUBZONE PROGRAM

The Historically Underutilized Business Program (HUBZone) promotes the utilization of businesses located in economically distressed geographic areas. This tutorial provides information about:

- Program history and goals
- Laws that affect the program
- Criteria businesses must meet to become HUBZone certified
- Program benefits
- Solicitation inclusions to permit full HUBZone utilization



DCAA AND THE ACQUISITION PROFESSIONAL

The Defense Contract Audit Agency (DCAA) ensures that contract funds are efficiently spent. This tutorial introduces acquisition professionals and businesses to the Defense Contract Audit Agency (DCAA) and explains the agency's products and services, including:

- Pre- and post-award audits of contractors' financial information
- Audits of contractors' internal financial accounting and management systems
- Audits of other contractor business practices, such as capital investment projects, production, and use of government furnished property

CONTRACTOR PAYMENT INFORMATION BY DFAS

The Defense Finance Accounting Service (DFAS) is responsible for disbursing payment to contractors, vendors, and DoD personnel.

This tutorial covers vital topics related to receiving payment from DFAS, including:

- Invoice requirements
- DD Form 250 invoice preparation
- Commercial invoice preparation
- Specialized invoice preparation
- Regulations that impact payment
- What to expect from DFAS customer service



PRO-NET

PRO-Net is the SBA's Procurement Marketing and Access Network. It is a database that is linked to the DoD's Central Contractor Registration (CCR). Acquisition professionals use the site to search the database for small firms that are qualified to meet specific contract requirements. PRO-Net is the authoritative source for certification information about small disadvantaged business (SDB) status and the 8 (a) Business Development and HUBZone Programs. This tutorial explains how to use the PRO-Net website, including:

- Registering a business with PRO-Net
- Updating a business' PRO-Net profile
- Searching the PRO-Net database
- Interpreting search results

